

## Agency Personnel Reduction Form

Cabinet/Agency \_\_\_\_\_

\*Reporting Month \_\_\_\_\_

12/03/02 Baseline\*\* \_\_\_\_\_

|                                       | Jan | Feb | Mar | 1st Qtr<br>Total | Apr | May | Jun | 2nd Qtr<br>Total | Jul | Aug | Sep | 3rd Qtr<br>Total | Oct | Nov | Dec | 4th Qtr<br>Total | Total<br>Reductions/<br>Additions to<br>Date |
|---------------------------------------|-----|-----|-----|------------------|-----|-----|-----|------------------|-----|-----|-----|------------------|-----|-----|-----|------------------|--|
| Total Employees<br>(end of month)     |     |     |     |                  |     |     |     |                  |     |     |     |                  |     |     |     |                  |  |
| Reductions/<br>Additions for<br>Month |     |     |     | 0                |     |     |     | 0                |     |     |     | 0                |     |     |     | 0                | 0  |

|                              | Jan - Mar | Apr - June | July - Sept | Oct - Dec |
|------------------------------|-----------|------------|-------------|-----------|
| Quarterly<br>Reduction Goals |           |            |             |           |

|                                       |  |
|---------------------------------------|--|
| Goal for<br>Reduction by<br>Dec. 2003 |  |
|---------------------------------------|--|

Comments:

\* To be submitted by the 10th of the month following the reporting month.

\*\* This number was provided to you by GOPM.